

Microsoft 365 Training

Get up and running quickly with the basic info you need to be productive right away.

- [What is Microsoft 365 for business?](#)
- [Microsoft 365 Resources](#)
- [Office Cheatsheets](#)

What is Microsoft 365 for business?

With Microsoft 365 for business, connect employees to the people, information, and content they need to do their best work, from any device.

Depending on your subscription plan, the benefits of your Microsoft 365 for business subscription may include:

- The latest versions of Office apps like Word, Excel, and PowerPoint.
- Email and calendars using Outlook and Exchange.
- 1 TB of OneDrive storage.
- Frequent updates and upgrades not available anywhere else.

Microsoft 365 help and training

[Microsoft 365 training](#)

[What's new in Microsoft 365](#)

[Set up Office apps and email on a mobile device](#)

[What is Microsoft 365 for business?](#)

Microsoft 365 Resources

Microsoft 365 provides a suite of cloud-based applications that complements educational and business environments. Many of the products are free of charge and similar to other no-cost product offerings. These products do not replace existing offerings but provide additional flexible, tools that are available online.

All products are available in the Microsoft portal at <https://www.office.com>.

To sign in:

1. Go to <https://www.office.com>.
2. To log in, enter your full A-State email address. (username@astate.edu or username@smail.astate.edu) Click Next
3. If prompted to choose a **Work or school account** or a **Personal account**, always pick the **Work or school account**.
4. You will be directed to authenticate with your University credentials. Enter your password and click Sign in or press ENTER.

Products can generally be accessed 24x7 using a computer, tablet, smartphone or other device with an Internet connection.

Resources

Word

- [Quick Start Guide](#)
- [Word for Windows Training](#)
- [Word Help](#)
- [Keyboard shortcuts for Word](#)
- [Word for Mac Help](#)
- [Download PDF: Word Quick Start Guide](#)

Excel

- [Quick Start Guide](#)
- [Excel for Windows Training](#)
- [Excel for Mac Help](#)
- [Download PDF: Excel Quick Start Guide](#)

Outlook

- [Quick Start Guide](#)
- [Outlook Training](#)
- [Outlook Help](#)
- [eBook: Outlook Tips & Tricks](#)
- [Download PDF: Outlook Quick Start Guide](#)

PowerPoint

- [Quick Start Guide](#)
- [PowerPoint Training](#)
- [PowerPoint Help](#)
- [PowerPoint for Mac Help](#)
- [Download PDF: PowerPoint Quick Start Guide](#)

OneDrive

- [Quick Start Guide](#)
- [OneDrive Training](#)
- [OneDrive Restrictions and Limitations](#)
- [OneDrive Help](#)
- [Download PDF: OneDrive Quick Start Guide](#)

OneNote

- [Quick Start Guide](#)
- [OneNote for Windows 10 Training](#)
- [OneNote Help Center \(all versions\)](#)
- [Download PDF: OneNote Quick Start](#)

To Do

- [Quick Start Guide](#)
- [To Do Training and Help](#)

Teams

- [Training Videos](#)
- [Help & learning](#)

Office Cheatsheets

Cheat sheets are quick reference guides, giving you keyboard shortcuts to complete MS Office actions and functions easily and efficiently as well as small how-to sections for crucial features.

[Office Cheat sheets](#) are available from Microsoft for both Windows and Mac OS.

What are keyboard shortcuts?

Shortcuts use a combination of keys to perform an action or function.

For example: to save a document in Windows, hold down the *Control* key and *S*.

What are the benefits of using shortcuts?

Shortcuts cut down the time it takes to complete a function or action. They can speed up processes from data entry to formatting a presentation.

Keyboard shortcuts can be faster than using the mouse. As you gradually replace the the mouse with keyboard shortcuts, you can save time on the regular actions. If you add up these little time-savings, they can make a big difference to your efficiency at work.